


Assessment Activity Plan			
FM 2303	Authority: Vice President	Effective: 2018/02/05	

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U.S. EPA, Region 5, Chicago Regional Laboratory

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Sites Visited		
536 South Clark Street Chicago, IL 60605 USA		

Assessment Activity

Day 1 6/28/18		Single Assessor
Time	Activity	Notes/Comments
8:30-9:00	Arrival and Introductions	
9:00-9:30	Opening Meeting	<input type="checkbox"/> Meeting Attendance <input type="checkbox"/> Introductions <input type="checkbox"/> Accuracy of the Application Confirmed <input type="checkbox"/> Purpose of the Assessment <input type="checkbox"/> Accreditation Process <input type="checkbox"/> Assessment as a Sampling Process <input type="checkbox"/> Reports Produced During the Process <input type="checkbox"/> Checklists Used by the Assessor <input type="checkbox"/> Non Conformance Report <input type="checkbox"/> Agreed Upon Scope <input type="checkbox"/> Review of Current Draft Scope of Accreditation <input type="checkbox"/> Opportunities to Change the Scope <input type="checkbox"/> Arrangements for Private Area to Work <input type="checkbox"/> Location to Review the Quality System <input type="checkbox"/> Private Area for the Assessment Team to Work <input type="checkbox"/> Lunch Arrangements <input type="checkbox"/> Time for Closing Meeting <input type="checkbox"/> Safety Issues for the Assessment Team <input type="checkbox"/> Closure of Meeting and Tour of Facilities
9:30-12:00	Sample Receiving/Sample Handling (ISO/IEC 17025 and LABPR-413 Forensic Science Sect. 5.8) DOCs, Personnel, Training (ISO/IEC 17025 and LABPR-413 Forensic Science, Sections 5.2 and 5.4)	
12:00-1:00	Lunch	
1:00-4:00	Test method observations per the proposed scope. ISO/IEC 17025:2005 Sections 5.1 – 5.10. 1) Mercury in Soil/Sediment by Atomic Absorption	

Day 1 6/28/18		Single Assessor
Time	Activity	Notes/Comments
	<p>SOPs AIG043D; AIG043E (Based on EPA 245.5/7471B)</p> <p>2) Mercury in Ground, Surface and Waste Water by Atomic Absorption SOPs AIG044D; AIG044E (Based on EPA 245.1/7470A)</p> <p>3) SW846 Method 1311 SOP GEN019 TCLP prep Waste & Liquid Waste</p> <p>4) CRL SOP Metals 001 EPA 200.8 Rev 5.4 Sb, As, Cu, Pb, Se, Tl, Zn, V</p>	
4:00-4:30	Assessor Conference	
4:30-5:00	Daily de-briefing	
5:00	Depart for the day	

Day 2 6/29/18		Single Assessor
Time	Activity	Notes/Comments
9:00-9:30	Arrival and questions from previous day.	
9:30-12:00	<p>Test method observations per the proposed scope. ISO/IEC 17025:2005 Sections 5.1 – 5.10.</p> <p>SOP OM021 Polyfluorinated Compounds (PFC Liquid Chromatography/Mass Spectrometry - LC/MS/MS (Technology)</p> <p>Quality Management Systems Review:</p> <p>ISO/IEC 17025:2005 and</p> <p>LABPR-413 Forensic Science</p> <ul style="list-style-type: none"> • Section 4.13: Internal Audits • Section 4.14: Management Reviews 	
12:00-1:00	Lunch	
1:00-2:00	<ul style="list-style-type: none"> • Review of previous non-conformances • Traceability Tracking documentation 	
2:00-3:00	Finalize Report	
3:00-4:00	Exit Meeting	
4:00	Depart	

On-site Assessment Dates

6/28/18 to 6/29/18

Assessment Team

Lead Assessor: **Michael Shepherd**

Contact Information:

512.970.6789 (cell phone)

mike@sheptechserv.com

Scheduled On-Site Assessment Activities

The opening meeting is scheduled for **9:00 am** on **6/28/18**

The closing meeting is tentatively scheduled **4:00 pm** on **6/29/18**

Accreditation Requirements

The following accreditation requirements will be considered as part of this assessment activity:

Accreditation Standard(s): ISO/IEC 17025

ANAB Accreditation Requirements (AR): AR 2250, AR 2201

ANAB Supplemental Requirements (SR): SR 2244, LABPR-413 Forensic Science

Scope of Accreditation Additions

The following additions to the scope of accreditation have been approved for assessment by ANAB:

None

Note: All scope additions must be approved by ANAB prior to the assessment.

Special Comments and General Instructions

Objective

To evaluate conformance with accreditation requirements, competence of staff and effectiveness of the organizations management and technical operations. The assessment team will use personnel interactions, review of documents, review of records, and witnessing of technical activities supporting the scope of accreditation (testing, calibration, inspection, PTP, RMP) to report the findings of the assessment in a fair and impartial manner.

Opening Meeting

After the opening meeting, representatives of the customer will be asked to provide the assessment team an overview of the available documents and records and, if applicable, familiarization with any information management system. Specifics regarding the daily schedule will be discussed on site as operations, hours, schedules of personnel, ongoing scope activities, and the progress of the assessment itself all have an impact on the schedule.

Lunch

The assessment team will have a working lunch each day and the customer is asked to have lunch options readily available.

On-Site Work Space

While on site, sufficient space to work is required. It is preferred that all assessment team members be in the same room. Sufficient electrical outlets to accommodate a computer for each assessment team member are required in the work space.

Customer Records for Review

Items required to be readily available on site:

1. Copies or electronic access to all management system documents.
2. As applicable, either the records or reference to where the following management system records are located:
 - Training, competency testing, and authorizations;
 - Proficiency testing;
 - Test/calibration/inspection/PTP/RMP method validation data;
 - Quality control data;
 - Equipment calibrations to establish measurement traceability;
 - Equipment maintenance;
 - Measurement uncertainty estimation;
 - Internal audit;
 - Management review;
 - Nonconforming work, corrective actions, and preventive actions;
 - Any other record needed to confirm conformance with accreditation requirements.
3. Sufficient technical records for each item on the scope. Records that provide a representative sample of the work being performed supporting scope activities must be reviewed.

The sampling plan used by the team to review records will consider:

- All personnel involved with key tasks related to scope activities;
- All aspects of the scope of accreditation:
 - Component/parameter/characteristic;
 - Item(s) of test/calibration/inspection/PTP/RMP;
 - Key equipment or technology;
 - Range of reported results;
 - Amended results.
- Identified technical records meeting the above criteria must be readily available for review. Additional records will be selected for review while on site.
- If management system documents and/or records are maintained electronically, each member of the assessment team will need access so that independent review can be conducted. If electronic access using assessor laptops is required, access to Wi-Fi must be provided.

Accreditation Activities

See [ANAB PR 2303, Assessment Activities](#), for a description of assessment activities.

ANAB maintains a detailed description of the minimum clauses that will be assessed during each assessment activity. This is available upon request.

Accreditation Requirements

The ANAB website provides all accreditation requirements documents.

Assessor Travel Policy

See [ANAB PR 2310, Fees and Travel](#), for a description of assessment activities.